

# How to Set-up Gmail and Google Calendar on your iPad

To get your new/existing school Google account onto your iPad's, you'll want to go to **Settings > Mail** or **Calendar** or **Contacts**.

1. Launch the **Settings** app from your Home screen.
2. Tap on **Mail, Contacts, or Calendar**.
3. Tap **Accounts**.
4. Tap on **Add Account**.

5.

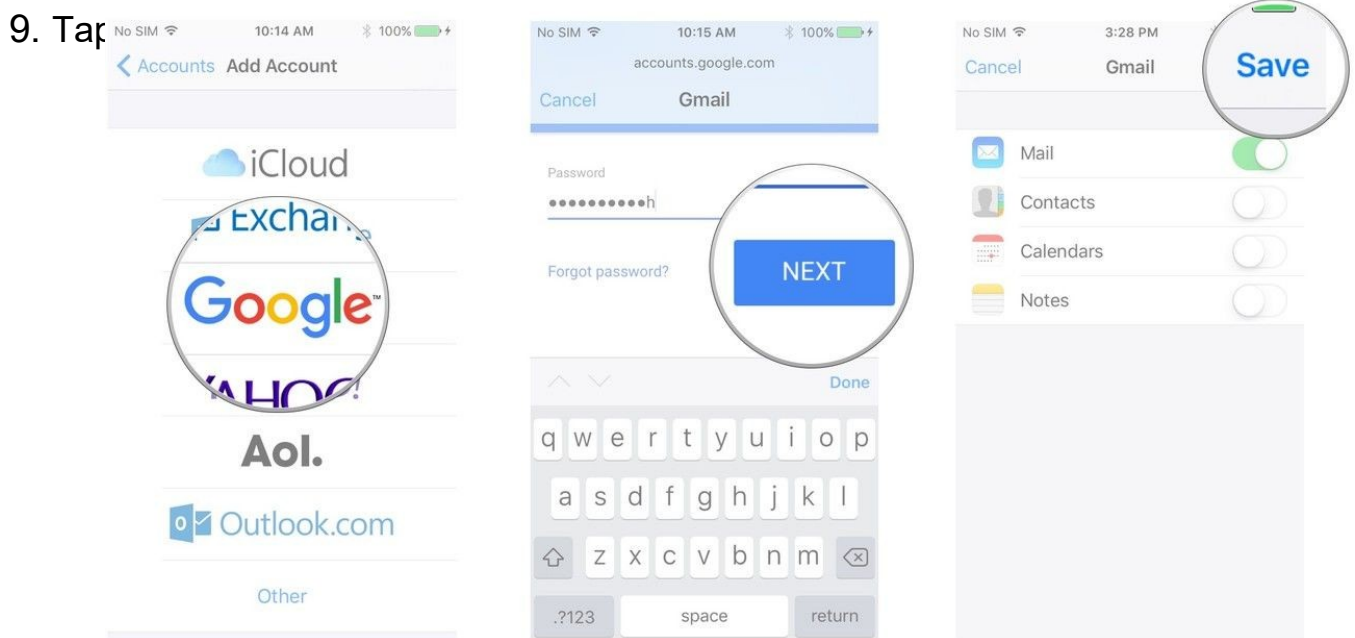


6. Tap on **Google**.

7. Enter your **login information** for your Google account (**your Spellman email address and password**) and tap

**Next** after each step.

8. Tap the **switch** next to each Google service you'd like to sync. If you have existing local mail, calendars, contacts, or notes, you'll have to either tap **Keep on My Phone** or **Delete** each time you enable a service.



10.

11. After you save your account, you can access your settings at any time by tapping the **Gmail** entry under the **Accounts** header. If you'd like to change

the description from "Gmail" to something more apt, tap the **Account** button, then tap the **Description** field.

12. You are done!!